

# expenses

**So you think you have control over your expenses. But is your expense system automated?**

**Realize savings with a paperless workflow solution.**

Let's face it, submitting and completing expense reports ranks near the top of your employees' most dreaded activities. By the same token, when it comes to efficiency, most organizations place expensing at the bottom of all administrative processes. But with American Software's *expenses*, you have a powerful solution to expedite expense processing – right at your fingertips. Using this truly paperless workflow solution, employees are able to submit expense reports via the Internet. Anytime, anywhere. To complete the reporting process, employees simply fax the documenting receipts – and *expenses* merges these receipts with the electronic expense documents.

***expenses* delivers a new level of control.**

By giving employees insight into expense status through all stages of the processing cycle: routing, approval and payment – and by supplying company management with a systemwide look into expensing behavior – *expenses* offers a new level of control over and accountability for the expense function. And this translates into a win-win solution for you and your employees.

- ▶ *Enable self-service data entry*
- ▶ *Merge fax receipts with electronic documents*
- ▶ *Facilitate online review and approval*
- ▶ *Supply management with systemwide visibility of expensing behavior*
- ▶ *Provide enterprise reporting*
- ▶ *Turn expensing policies into online business rules on a user-by-user basis*
- ▶ *Give employees insight into expense status through all stages of the processing cycle*



*e-business*

by **American Software**

**Turning your e-vision into business value**

- ▶ Streamline the expense process
- ▶ Control costs
- ▶ Ensure paperless workflow
- ▶ Reduce administrative time and effort
- ▶ Increase control over key expense areas

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## What's your e-business vision?

At American Software, we have the sophisticated solutions to help you get there. NOW. To learn more about how our expenses solution can turn your e-vision into business value, look us up at

[www.amsoftware.com](http://www.amsoftware.com)

or call 1.800.726.2946 today.

